



STUDENT HANDBOOK



Student Cooperative Association



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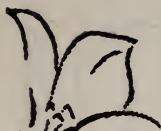
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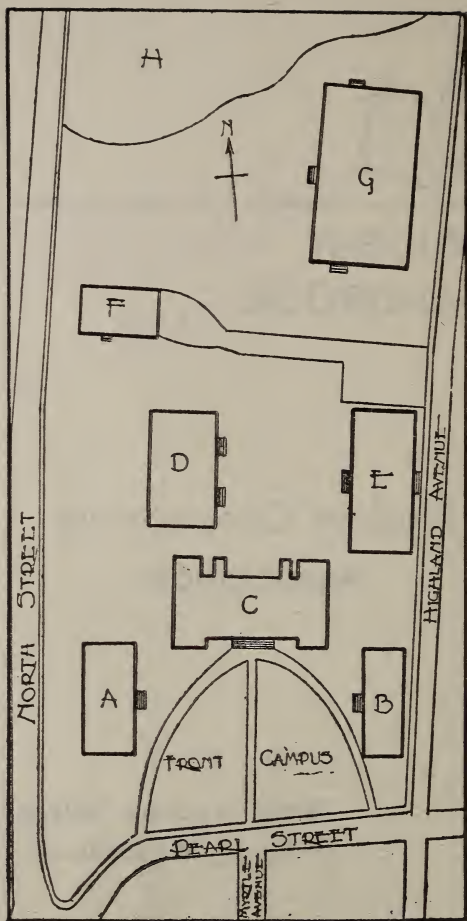
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STUDENT HANDBOOK

Student Cooperative Association

State Teachers College
Fitchburg, Massachusetts



A—Palmer Hall
 B—Miller Hall
 C—Administration Building
 D—Edgerly School

E—J. H. School
 F—Power House
 G—I. A. Building
 H—Athletic Field

SCHEDULE OF CLASSES

FIRST SEMESTER

	MON.	TUES.	WED.	THURS.	FRI.
1					
2					
3					
4					

NOON

5					
6					
7					
8					

SCHEDULE OF CLASSES SECOND SEMESTER

	MON.	TUES.	WED.	THURS.	FRI.
1					
2					
3					
4					
NOON					
5					
6					
7					
8					

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FOREWORD

This handbook is compiled for the benefit of each student of the college. An attempt has been made to collect herein the pertinent information students need and desire. We hope you will carefully read its contents, employ it as a reference, and treasure it as a souvenir.

Student Cooperative Council

WORDS OF GREETING TO STUDENTS

From the President of the College

When you enter college, you have a broader vista spread out before you than you have ever had in your life. The friends you will make come from other cities and towns than your high school or preparatory school friends. The studies you undertake are wider and more comprehensive than those to which you have been accustomed. All of your earlier social experiences, all of your earlier studies have been a preparation for this, the highest point yet in your personal career.

When you graduate from college, you will have upon you the stamp of the cultivated person, and you will have the fundamental skills for carrying on a profession that is respected highly and that will give you prestige in your community.

I urge you to join extra-curricular activities to the extent you can without detracting from your studies. It is in these informal activities that you learn to excel in getting on with others as well as have the most fun. I hope you will want frequent parties and dances also, and that you will work hard to make them successful. Your college years will then be bright, both now, and as you look back upon them in later years. Remember, it is as important to your happiness to make many close friends as it is to pass your studies successfully. And remember, furthermore, that the way to make a friend is to be a friend.

You have my very best wishes for a happy time in college and the good life in after years that pleasant years in college will bring.

WILLIAM J. SANDERS.

From The Dean of Women

We look forward to the new college year and your arrival. Your ambitions, your abilities and talents, your new interests and fresh plans make life here interesting and challenging.

You are launched upon the first step in your chosen career. You have accepted a part in the life of our campus and are actively helping to establish its standards and traditions. If you make wise choices you will add to your own professional and personal equipment and cultural growth, and will also help build a better and stronger Fitchburg Teachers College. We hope this will prove a satisfying, educative, and happy experience.

GERTRUDE E. BRADT.

From The Dean of Men

Upon entering college you will be beginning a new career; probably approaching the greatest opportunity for your future success. Here new fields of thought are awakened and a wide view is at your command.

You should be happy here where it will be easy to work, to make-friends and to carry out the high purposes which urged you to come for four years of undergraduate study.

The faculty and student body cordially welcome you to membership in their group. It is their earnest desire that you make your new adjustments quickly and easily. They are anxious that the benefits which will accrue to you and the college through this educational experience shall be mutually advantageous.

RALPH F. WESTON.

From The Director of Practical Arts

It is with genuine pleasure that I join with our faculty members in welcoming you as students. Of course, our department is especially interested in those of you who have decided to teach Industrial Arts as your life work. This department is being called on to make a surprisingly wide range of fortunate contributions to educational work.

Our graduates in the field recognize the value of their training in the Industrial Arts. As earlier students they shared in establishing its traditions. In turn you will help to strengthen its favorable features. Your help is also solicited in starting some new things that are in step with the times so that this department may be of the best possible service to you.

In all of this, the faculty will be glad to have you bring your problems to them. My office is also centrally located. You will be welcome to drop in and talk things over with me—and now: The top of the times to you!

WILLIS B. ANTHONY.

From The Student Cooperative President

The Student Cooperative Association cordially welcomes you who are to become future members. With this welcome goes a desire to have you enjoy life on our campus, to enter into its functions, and to possess the free and easy comradeship that is essential to college life.

In the supervision of the program we try to combine pleasure with the underlying purpose of giving you experiences in social and cultural activities, by the participation and planning and

directing of these activities. A knowledge of how to participate and how to plan and direct is an essential part of the training of any teacher. We hope that you will vary your activities sufficiently over the four years to enable you to familiarize yourself with the basic fundamentals of all.

The opportunity is here for you to accept or to reject. You can get a great deal or as little as you wish, but it will be just as costly in the end. Take advantage of all that is offered for your education, and may you enjoy yourself while doing it.

CHARLOTTE DRURY.

HISTORY OF OUR COLLEGE

Our college was opened as the Fitchburg State Normal School in 1895. The first sessions were held in temporary quarters awaiting the completion of the first building now known as the administration building. The city of Fitchburg turned over the Highland Avenue and Day Street schools for observation and practice to the State in 1896, and in 1901, the Edgerly School was opened for the same purpose.

The first dormitory was opened in 1903 and named in honor of Mr. Edward Miller, a member of the State Board of Education and Chairman of our board of visitors. In 1909, the Junior High School, one of the first in the country, was opened on the campus, and two years later the practical arts course for young men was established in the same building.

Palmer Hall, the second dormitory, was built in 1913, and named after a famous Massachusetts educator, then serving on the State Board of Education. This same year the Hastings Greenhouse was gifted to the school.

In 1932, by action of the legislature, the name of the school was changed to Fitchburg State Teachers College; and in 1935, the new Practical Arts Building was erected, making six buildings on the campus.

ALMA MATER

In days ago, when life, we dreamed,
Was ideal as it seemed,
And tho'ts of untaught youth soared high,
While only joy came nigh;
'Twas then with vision clear we chose,
And to that choice we rose,
With courage strong and hearts of song
To carry thy ideal on.

Chorus:

So flag of Alma Mater float,
On eternal wings of praise,
For thee unnumbered hosts today
Their willing voices raise;
Thru-out the world their tiny flame
From thy quick light still gleams,
While youth and age united claim
The home where fortune beams.

In days to come, if life laid bare
Seems far more gray than fair,
Or if success with us climbs high
While only joy comes nigh;
'Tis then, in might or right, we'll rise—
Thy spirit never dies—
With courage strong and hearts of song
To carry thy ideal on.

Chorus:

FIGHT SONGS FOR F. T. C.

(To the tune of "On Wisconsin")

Fight for Fitchburg, Fight for Fitchburg,
March on for the green.
At the end of every contest
Victory will be seen. Rah! Rah! Rah!
Let us raise our loyal banner,
Fight on constantly
And sing our battle song for F. T. C.

(To the tune of "On Vermont")

Let's fight for Fitchburg!
Let's fight for Fitchburg!
For our Alma Mater dear.
Let's fight for Fitchburg!
Let's fight for Fitchburg!
Whose sons have ne'er known fear.
And we'll tear up our mighty rivals
As we pile up score on score,
Come boys let's fight! fight! fight! for old
Fitchburg,
For Fitchburg evermore.

Fight For Old Fitchburg

Fight for old Fitchburg!
Of whom we're so proud.
You do your best boys,
And we'll cheer long and loud
We're out for vict'ry
We won't give up.
So fight! fight! fight! for Fitchburg,
F. T. C.

The Green and the White

Onward! O, Fitchburg,
The game is long,
We'll ever spur you on
With cheer and song;
So strive for victory,
With all your might
Fight to the end, boys!
For the Green and the White.

TO YOU, ALMA MATER

Words and music by Kenneth Sweeney

To you, Alma Mater
We pledge our trust and loyalty
You hold a guiding torch and flame
Leading your sons on to fame.
To you, Alma Mater
We drink a toast of friendship dear
Our hearts are full, dear Alma Mater true,
Of hope and love, for you.

VICTORY SONG

Music—Richard Allen Words—Miss Conlon

Fitchburg Teachers College holds fast
To the ideals of its past
Teaching youth to think and to grow
In the finest land we know.
Now that war clouds dim the light
Of freedom's torch we all must fight
The graduates of F. T. C. will preserve our
liberty.
Some of us will serve on the land, in the sky
and on the sea.
And the others who will teach will keep their
ideals within reach.
Of the youth who must be free.



INSIGNIA

Fitchburg State Teachers College has for its colors white and yellow. They were chosen by the first class, and signify wisdom, inspiration, purity, and perfection.

The Saxifrage was chosen as our school flower. It symbolizes gentleness and perseverance, overcoming difficulties in the growth from seed to fruition, from lower to higher, from darkness to light.

GENERAL INFORMATION

The Administration Building opens its doors every week day at 7:30 A. M. The first class period begins at 8:20 A. M.

The Tuesday assembly period is one hour long at which time during the year many interesting programs are enjoyed. Attendance at assembly is compulsory for all students.

No classes are in session between the hours of 12:00 and 1:15 P. M. which is the lunch hour. Afternoon classes begin at 1:15 P. M.

All students are expected to be out of the building by 5:30 o'clock at night.

Books—The State Department of Education does not allow the school to buy sets of books. Each student is expected to purchase his own books. These are on sale at the general office. The average cost to a student for books is \$10 each semester.

Dormitory—Freshmen will realize certain benefits from dormitory life because of the convenient location, the socializing value, and the scholastic benefits made possible through the helpful spirit of the upperclassmen. The faculty sponsor of the dormitory will gladly furnish any information you may wish to have about the dorms.

General Office—(Post Office). Each student is given a box into which all communications to him, such as notices, mail, and report cards are placed. Text books, lost and found articles, some paper supplies, and stamps may also be obtained at the general office. The general office and post office is open at given hours week days and Saturdays. These hours are posted outside the door.

Main Office—On the first floor of the main building. Here one pays board, dues, fees, and receives checks for employment. The time this office is open is posted outside the door.

Bulletin Boards—On the first floor of the administration building. Students should read daily for notices from faculty and students, programs of classes, posters, advertisements.

Typewriters—In the typing room on the first floor of the administration building. To be used by any student any time in accordance with rules posted in the room.

First Aid—In Miller Hall on the first floor. Miss Barnicle, Registered Nurse, on duty.

Freshmen Expenses—Your initial expenses due at the opening of the first semester will be \$37.50 for the half year's registration fee and \$16.00 for the blanket tax which admits you to all college functions. Other expenses are books, a locker, and shop fees (for I. A. students only) which amounts to about \$10 or \$12 each semester.

Self Help—Dean Bradt and Dean Weston are the employment officers for the various jobs which are available at the school. If you need and want a job interview them early. There are opportunities for a limited number in the kitchen, dining room, library, and elsewhere.

The office hours of the Deans of Men and Women respectively, will be posted.

Lockers—Women obtain their locker key from the Dean of Women, Miss Bradt. A fifty cent deposit is made and this money is refunded at the end of the year when the key is returned.

The men will obtain their lockers from Mr. Weston, Dean of Men. A deposit of fifty cents for lockers in the Practical Arts Building, or one dollar for lockers in the Administration Building, is required of all students. The deposit will be refunded the last regular college day in June when all locks and keys must be returned.

Freshmen may secure their lockers at a given time during the orientation period in September, Sophomores, Juniors, and Seniors may secure lockers the first day of the college year.

SMOKING

1. Smoking is prohibited on the college grounds.

2. The Men's Rest Room in the Administration building provides smoking accommodations for the men.

3. Dormitory students should become acquainted the first day of their college year with the smoking regulations in their respective dormitories.

4. The Commuting Women's Smoking Room in the Administration building provides smoking accommodations primarily for this group.

ABSENCE AND TARDINESS

1. An accurate record of attendance is kept by all instructors, assembly monitors, and class officers.

2. Students are expected to attend all class appointments, assemblies, class (Senior, Junior, Sophomore, Freshman) meetings, and Co-operative Association meetings.

3. After any absence from classes an admission card must be secured from the Dean of Women or the Dean of Men before the student will be re-admitted to class.

4. Such admission cards may be secured at the Deans' offices from 8.50 to 9.15 A. M.—10:00 to 10:10 for I. A. Men.

5. Students expecting to be absent for class or athletic trips shall see that their names are on the party lists left at the Deans' offices by the sponsors of the trip. Arrangements should be made with the various instructors concerning making up the work missed.

6. Every student will be held responsible for securing his re-admission blank and arranging to make up work at the convenience of the instructor.

7. Tardiness will be handled by the instructor concerned.

LIBRARY REGULATIONS

From Faculty and Student Library Committee

Use of the Library: Some mutual understandings are necessary to secure the cooperation and personal responsibility requisite for making and keeping the library a useful and efficient department of the college.

1. As the library is used as a study hall, each student is expected to accept the responsibility of using the library in such a manner that he shall not disturb other students. If for any reasons group discussion appears desirable, advance permission should be secured from the charging desk.

2. Care should be taken not to block the use of the book shelves.

3. Books and magazines used in the library are to be returned to their places on shelves or racks after use. They may be returned to the charging desk if the student is unable to replace them.

4. All books, magazines, and pictures taken from the library are to be charged at the charging desk, and discharged there when returned.

5. Book not on reference or reserve shelves may be taken out for one day.

6. Reserved books and current magazines may be taken out at 4:30, but are due at 8:30 the following morning.

NOTE: It is a condition of your having the privilege of the Teachers College Library that you agree to take no books or periodicals from the library without having them duly charged, to be responsible for the care and prompt return of such property as may be charged to you, to respond immediately to any printed or written notices, to faithfully conform to all regulations, and to use every influence to improve the standards of library use. In accepting the privilege of using the library it is understood that you are making this agreement.

STUDENT ADVISORY SYSTEM

The plan for taking care of the incoming freshmen is called the Student Advisory System. It was originated for the purpose of making the new student feel at home as quickly as possible.

The names of incoming freshmen are sent to upper class students who have expressed a willingness to act as advisors. Correspondence is carried on between these advisors and the freshmen before college opens. During these first college days of uncertainty and strangeness, the upper classman lends a helping hand to his freshman charge.

This plan has contributed much toward the happy adjustment of new students and formed the basis for many firm friendships which have endured long after the immediate need for sponsorship has passed.

FRESHMEN GUIDANCE

A college guidance committee composed of faculty members appointed by the president has general charge of administrative plans for freshman orientation and direction.

Last fall the freshmen were invited to spend a day prior to the opening of college, on campus. A program for the day included a tour of the buildings; talks by the committee members, Dr. Sanders, and the Deans; a schedule of freshman tests directed by the psychology department; physical examinations; singing led by Mr. Anthony, and a sports program Saturday afternoon under the direction of the physical training department, and a social for the freshmen.

CLASS SPONSORSHIP

Through its sponsor each class is insured of the advice of a faculty member familiar with the administrative policies of the college. The plan is as follows:

The president of the college has appointed the chairman of the Guidance Committee to act as temporary sponsor of each freshman class until December first. This sponsor guides the class through the period of organization, and through the nomination and election of its class officers and council representatives. This affords the class a sufficient period of time to become acquainted with the college faculty before electing a sponsor. In November the class nominates and elects its sponsor who begins to serve December first. The fact that the temporary sponsor is the same year after year, provides for the process of steering new classes and also frees them of the feeling that the temporary sponsor must always be selected as the class sponsor.

To All Freshmen

Our definite policy is to make you feel at home on the Fitchburg campus. To that end we desire to make your early days with us happy days. Your big sister or big brother will assist you in finding your way about and securing your program and materials for work. We are interested in helping each one of you to realize your aspirations and to make a success of your life here.

The first social affair of the year is our All College Freshman Reception generally held in the library during the second week of college. This is held especially to afford an opportunity for Freshmen, Upper Classmen and Faculty members to become acquainted.

THE STUDENT COOPERATIVE ASSOCIATION

All undergraduate students of the Fitchburg State Teachers College are members of this organization which was instituted to coordinate and consolidate our students' extra-curricular activity program.

The purpose of the association is to supervise all matters pertaining to student life which do not come within the jurisdiction of the faculty; to further in every way the spirit of unity, cooperation, and loyalty among the students of our college; to increase their sense of responsibility toward one another, and to be a medium through which the social and cultural standards of our college may be maintained on a high plane.

The legislative body of the association is the Student Cooperative Council composed of four officers and eight representatives—a man and a woman from each of the four classes. This council is the organ through which school affairs, within the jurisdiction of the students, are discussed and regulations proposed.

We welcome you to our membership; expect you to observe our tenets and traditions; and look to you for suggestions and assistance in our mutual efforts to promote the coveted and elusive "ideal" program.

STUDENT COOPERATION

STUDENT COOPERATION

BO

COMMUTING
WOMEN

DORMITORY
WOMEN

CLASSES

ATHLETICS

SENIOR

DIRECTORS

JUNIOR

MEN

SOPHOMORE

WOMEN

FRESHMAN

IVE ASSOCIATION

PERATIVE COUNCIL

ORDS

DORMITORY
MEN

COMMUTING
MEN

SPECIAL
INTERESTS

GAVELEERS

MOHAWKS

EPSILON PI TAU

STICK

CLUBS

ART

DEBATING

DRAMATIC

GLEE

ORCHESTRA

SUBSIDIARY BOARDS

There are four subsidiary boards that direct the affairs of dormitory and commuting men and women, namely: Palmer Hall Executive Board, Miller Hall Executive Board, Commuting Men's Executive Board, Commuting Women's Executive Board.

The Palmer Hall Executive Board and the Miller Hall Executive Board are the immediate governing bodies in charge of student affairs in their respective halls. They have general jurisdiction over the study-hour regulations and the dormitory social program, and assist in so directing dormitory affairs that the study, recreational, and social needs of the students are agreeably met. Each dormitory has a resident faculty sponsor. An interesting program of both dormitory and inter-dormitory parties and activities is carried out. It includes receptions, socials, dancing parties, an old English Christmas banquet, bridge and ping-pong tournaments.

The Commuting Women's Executive Board is charged directly with the oversight of the affairs of the women who commute. The first floor might well be called Commuter's Headquarters, as on it are located the Locker Room, Rest Room, and Lunch Room. Some of the commuters' friendliest and happiest hours in college are spent here. Cherished traditional affairs include the Freshman Tea, the Christmas Party, and the group parties in the Lunch Room.

The Commuting Men's Group is the subsidiary division of the S. C. A. which deals with the needs of the men who do not live in the dormitory. It is directed by a Board which consists of a president elected by the whole group, and a representative chosen by each class.

The Board has charge of the lunch room, the rest room, social activities, and other matters which affect the comfort or welfare primarily of the commuting men.

THE SCHOOL PAPER

The College paper is "**The Stick.**" Students are invited to submit material at any time.

Reporters are welcomed at the beginning of each year. Each candidate is given a trial period after which, if accepted, he becomes a regular reporter. Our paper belongs to the Columbia Scholastic Press Association and each March, it sends delegates to the New York Convention.

It is also a member of the Massachusetts Annual State Teachers Publications Conference.

The purpose of the publication is:

1. To encourage intelligent student opinion.
2. To serve as a house organ for the college.
3. To act as a record of school achievement.
4. To create better school spirit.
5. To develop individual ability.

"SAXIFRAGE"

The Saxifrage is the all-college yearbook published annually by the Senior Class. Besides the traditional section of Senior photographs and character sketches, the Saxifrage presents all the college organizations and activities, with many pictures, both formal and candid, and original features.

The board is elected by the class during its Junior year to insure an early start. The Saxifrage is financed jointly by advertising in the Saxifrage Directory and the Student Co-operative Association. The yearbook makes its initial appearance at the Sax Dance in May,

MEN'S ATHLETICS

The Physical Director has full charge of varsity and junior varsity athletic teams in Soccer, Basketball, and Baseball.

Athletics are offered at Fitchburg for a two-fold purpose:

1. The enjoyment and healthful betterment of the students with emphasis upon good sportsmanship. Each student is encouraged to enter into some activity.
2. Professional advancement: Men who have special ability will find splendid opportunities in our program for further development of their skills.

Fitchburg is a member of the New England Teacher's College Athletic Conference which sponsors Conference Championships in Basketball, Baseball, Track, and Tennis. This Conference at the present time is made up of the following schools: Farmington, (Me.); Gorham, (Me.); Keene, (N. H.); Salem, Fitchburg, Hyannis, Rhode Island College of Education, (R. I.); New Britain, (Conn.); Danbury, (Conn.)

Intramural activities are directed by an Intramural Sports Board consisting of five Senior members, one acting as Student Director; four Juniors; three Sophomores; two Freshmen and the Physical Director. This body had a highly successful year based upon the percentage of the eligible men, nearly eighty-five per cent, participating. The activities offered were, Touch football, Basketball, Volleyball, Softball, Table tennis, Badminton, Bowling, Checkers, and Bridge.

The Point System for Awards, Varsity Letters and Certificates and Intramurals will be explained in folders passed out at the beginning of the school year.

WOMEN'S ATHLETICS

The W. A. A. at Fitchburg offers a full program in recreational activities. The purpose of the W. A. A. is to cooperate with the Department of Physical Education in promoting and standardizing habits of health and sportsmanship. It is governed by the Women's Athletic Board under the sponsorship of the Women's Physical Education Department.

Field hockey, soccer, tennis, hiking, archery, basketball, bowling, badminton, ping-pong, modern dance, softball, and swimming, are the major sports sponsored by the W. A. A. A girl in the Fitchburg Teachers College may participate in any or all of the above.

The Board is made up of officers and heads of Sports elected by the Women students of the College. There are two teams under this organization and each student of the school is chosen to be a member of the Green or the White team. Tournaments in the various sports are held for class and color competition.

Points are awarded for attendance at practices and for membership on teams in competition. Monograms, pins, and blazers are given at the end of each year to students earning certain required points.

The W. A. A. also sponsors friendly competition and sports days with other colleges. The State Teachers Colleges of Massachusetts meet at an athletic conference once each year at one of the Teachers Colleges. Certain curtailment of the program has been necessary for the duration of the war.

Gymnasium, Athletic Field, Locker Room, and Shower Room Regulations

These facilities are to be used only at scheduled times.

No student may play on the gymnasium floor or on the tennis courts unless he is wearing sneakers or rubber soled shoes.

All equipment must be replaced after use.

Anyone wishing to use these facilities other than scheduled times must secure permission from Miss Bolger or Mr. Elliot.

CLUBS

The college has the usual quota of student clubs and organizations which make a very definite and valuable contribution to the college life and to the education of the individual college student. Each student should investigate these forms of extra-curricular activity and should strive to derive his share of what is offered. Students are advised against becoming a member of too many organizations in any one year. Their value is questionable when they interfere with scholastic standing.

ART CLUB

The Art Club gives men and women interested in any line of artistic work opportunity to test out their abilities. Students desiring to be members of the club submit a piece of original work to the committee selecting new members. Meetings are held once a month. At these meetings actual work is done in any art line the student desires; illustrated talks are given.

STUDENT FORUM

The Student Forum feels that it develops in its members that poise, ability in speaking, and ease in conversation that is expected of a college graduate. Through its emphasis on informal speaking, panel-discussions, and the Oregon system of debating, it believes its aim of making more intelligent, confident speakers is being achieved.

Membership is limited to those students who are interested, and who qualify in an oral and written test. The test usually consists of a short, prepared speech and a longer written defense of some argument assigned by the membership committee.

Biweekly meetings take the form of intra-club debates and discussions. The meetings serve as tryouts for the varsity teams which debate with other colleges and for civic clubs. Fitchburg averages about two intercollegiate debates a month.

DRAMATIC CLUB

For students interested in any phase of dramatics, this club affords opportunity not only for learning but for actual participation in acting, selecting, managing, directing, coaching, and staging plays.

Meetings are held once a month. Students are eligible to membership who meet the tryout requirements held in the spring. Tryouts do not consist of any "Stiff Exam" but rather a practical demonstration on the part of the prospective member of his dramatic ability. Any student with the least interest in dramatics should avail himself of the opportunities offered by this club.

Each year several one act plays are presented. Every member is given a chance during the year to participate in at least one of these presentations.

Speakers and special programs are secured for meeting nights.

THE GLEE CLUB

For students especially interested in music the Glee Club affords opportunity for growth in music appreciation, and for the enjoyment that comes from group singing through the study and performance of choral music. The aims of this club are to acquaint its members with the principles underlying good voice production, to develop musicianship and skill in song interpretation, and to acquire a wide repertoire of artistic songs. Students are eligible to membership who demonstrate their ability in singing at the time of the tryouts held in the fall.

The activities of the following men organizations, have been discontinued for the duration, but will be resumed after the war.

EPSILON PI TAU

EPSILON PI TAU is a national honorary professional fraternity in Industrial Arts and Vocational Industrial Education.

Our chapter is known as the Epsilon Chapter.

The ideals of **Epsilon Pi Tau** are to recognize the place of "Skill" in Industrial Arts and Vocational Education; to promote "Social Efficiency," and to foster, council, reward, publish and circulate the results of "Research" effort in the fields of its interest.

Only Industrial Arts students are eligible for membership.

In order to be elected into membership of this fraternity a student must have an average mark of B or better in shop work over a period of two years as only Juniors and Seniors are eligible for election to membership.

GAVELEER SOCIETY

The Gaveleer Society, the oldest fraternal organization on the campus, was started in 1921. Active membership in the club is limited to twenty-five men. About eight new members are taken into the club each year by invitation.

Meetings are held every Monday evening at 6:30 in the Administration Building. At these meetings the members hear many prominent speakers and from time to time socials are held.

Each year the club sponsors an entertainment, and presents the Gaveleer Trophy to the winners of the Intramural basketball contest. The Gav-Hawk Formal is also an annual affair.

In June the annual reunion and banquet for Gaveleers, Alumni Gaveleers, and honorary members closes the club program for the school year.

MOHAWK CLUB

Membership in the Mohawks is limited and only men who are invited are eligible. The major activity for the year is the presentation of some form of entertainment to the general public. Speakers play an important part at the regular club meetings which are held every Monday night at 8:00 in the college building. Other forms of entertainment such as athletics, parties, and games, make the regular meetings interesting and beneficial to the members. A joint Mohawk-Gaveleer dance is held during the year and the club season ends with an annual alumni banquet when the coming year's officers are installed.

CLASSIFICATION OF OFFICERS

Major Offices

1. All members of council including officers.
2. President Senior Class.
3. President Junior Class.
4. President Sophomore Class.
5. President Freshman Class.
6. President of dormitory, commuting, and athletic boards.
7. Editor-in-chief Saxifrage.
8. Business Manager, Saxifrage.
9. President Mohawks.
10. President Epsilon Pi Tau.
11. President Gaveleers.
12. President Dramatic Club.
13. President Debating Club.
14. President Glee Club.
15. President Art Club.
16. Editor-in-chief School Paper.
17. President of Orchestra.

Minor Offices

1. Vice-presidents, secretaries, treasurers of:
 - a. Classes.
 - b. Clubs.
 - c. Fraternities.
2. All members of boards.
3. Staff of:
 - a. Yearbook.
 - b. School paper.

Office Holding

1. At one time a student may hold one major and one minor office, or two minor offices (provided the two are not the same type of office; e. g. treasurer in two organizations.)

2. Only members ranking in the upper half of their classes are eligible for officers of the association and for membership on the council.

3. In order to hold a major office, other than that of council member, students must rank in the upper two-thirds of their class.

Nominations and Elections

1. The slate containing names of all nominees shall be presented to the following officials for approval before the election:

1. Dean Bradt.
2. Dean Weston.
3. President Sanders.

2. The faculty sponsor shall be present at all elections.

3. Attention is called to the regulation governing office-holding.

SCHEDULE FOR NOMINATIONS AND ELECTIONS

March—First Monday.

Nomination of officers of Student Cooperative Association.

March—Second Monday.

Election of officers of Student Cooperative Association and one faculty sponsor.

March—Third Monday—Class Meeting:

1. Nomination of class representative to council:

(two men) (two women)

2. Nomination of class officers.

3. Saxifrage board members elected.

April—First Monday.

Nominations of all boards (Palmer Hall, Miller, Athletic, etc.)

April—Second Monday.

Election of board members.

April—Third Monday.

Nominations of officers for all other clubs: (Stick, Dramatic, Glee, Art, Debating, etc.)

April—Fourth Monday.

Election of officers of all clubs.

THE STUDENT COOPERATIVE ASSOCIATION CONSTITUTION

ARTICLE I

The name of this organization shall be: "The Student Cooperative Association of Fitchburg State Teachers College."

ARTICLE II

The purpose of this association shall be to regulate all matters pertaining to student life which do not come within the jurisdiction of the faculty; to further in every way the spirit of unity, cooperation, and loyalty among the students of our college; to increase their sense of responsibility toward one another; and to be a medium by which the social **and cultural** standards of the college may be maintained on a high plane.

ARTICLE III

All full-time undergraduate students of Fitchburg State Teachers College are members of this organization.

ARTICLE IV ADVISORY COMMITTEE

The advisory committee shall consist of two faculty members appointed by the President of the college and one faculty member elected by the students.

ARTICLE V THE COUNCIL

Section 1—Membership:

1. There shall be a council consisting of two members (a man and a woman) from each of the four classes of the college in addition to four officers of the association.

Section 2—Officers:

1. The officers of the association shall be a president, vice-president, secretary and treasurer.
2. These officers shall also be officers of the council.

Section 3—Qualifications of Council Members:

1. The president shall be a fourth year student and must have been a member of the council at least one year.
2. The vice-president, the secretary and the treasurer may be either third or fourth year students.
3. Only students ranking in the upper half of their classes are eligible for officers of the Association and for membership on the council.

Section 4—Nominations and Elections, Office-taking:

1. The officers shall be nominated by the council the first college week in March.

2. The election shall be held within a week after the nominations.
3. Class representatives shall be nominated within their respective class meetings the week following the election of the officers. They shall be elected by the association.
4. Duly elected members shall take office the first week in April.
5. The retiring officers shall remain as advisory members of the council for the remainder of the college year, but without vote.

Section 5—Jurisdiction and Duties of Council:

1. The Council, acting as a committee of the whole, shall have general jurisdiction over the social, cultural, athletic, and financial program of students' affairs and over the use of the building facilities for its housing.

Social

- a. The Council shall plan and sponsor the activities of the Student Cooperative Association.
- b. The Council shall consider for approval prospective social functions to be given to the student body by the several clubs, and if so approved shall give each a place on the social calendar.
- c. All organizations desiring a place on the social calendar, for the ensuing year, shall submit their requests to the council before the second week in April.
- d. The calendar shall be published by the council and then turned over to the faculty social committee.

- e. The Council shall decide the housing problems for the above events with the assistance of the faculty members concerned.

BY-LAWS

- f. The schedule of usual social events shall be approved by the Council the first school week in September.

Cultural

- a. The Council shall consider and assist in the preparation of the prospective calendar of cultural presentations to be given to the student body working in cooperation with sponsors, established faculty administrative committees, and organizations.
- b. "Cultural Presentations" shall be interpreted as including such activities as assemblies, publications, concerts, plays, forums, and library contributions.

Athletic

- a. The Council shall cooperate with the physical education departments in arranging an intramural program and schedule of athletics for men and women.
- b. The Council shall approve the schedule for varsity athletics.

BY-LAWS

- c. The tentative schedule for each Varsity sport must be given to the Council the third Monday in October for their approval.

(Administrative note—The physical director will coach, supervise, and arrange schedules for all athletics.)

Financial Committee

- a. There shall be a standing committee, known as the financial committee, whose function shall be to plan the budget of the Student Cooperative Association and Cooperative fees and make recommendations to the council.
- b. The financial committee shall be composed of the Treasurer and two members of the council chosen by that body to serve for one year.
- c. The financial committee of the Council may summon the president and treasurer of different organizations for conference prior to its executive sessions with the faculty financial committee.
- d. The financial committee of the Council shall return an itemized budget to the Council by the second week in May for consideration of that body.
- e. After the acceptance of the budget by the Council and Faculty financial committee, the treasurer shall state the student tax for the ensuing year on or before June first.

Budget

- a. The itemized budgets for the Cooperative Association, the Council, and all subsidiary boards and divisions of clubs, fraternities, classes, and athletics for the following year shall be submitted to the Secretary of the Council by the second college week in April.
- b. All individual budgets of the association for the ensuing college year shall be turned over to the Treasurer of the Council on or before April 20.

- c. On or before May 20, the committee shall propose a tentative budget which shall be based on an estimate of the available revenues for the ensuing year. Said budget shall be presented to the Student Council for its approval and shall form the basis upon which individual organizations shall plan their program, operating until final budget adaptations have been made.

Miscellaneous:

1. There shall be no tickets sold to the student body during the year by any student organizations.
2. The council members shall report the desires, difficulties, and needs of the students to the council.
3. The Council shall act upon all problems and suggestions referred to it.

BY-LAWS

4. The Council shall appoint all committees, save when such authority has been duly delegated to the President of the Council.
5. A proposed club shall apply to the Council for a charter as outlined in the by-laws.
6. A body supported by a faculty member and twenty students, desiring to initiate a club, shall present a written petition stating the purposes, aims, requirements, and functions of that club.
7. The Council shall appoint a committee to work with a faculty advisor from the council. This committee shall investigate the petition and through the chairman, shall present a recommendation to the council for acceptance or rejection of the proposed club.

8. A written recommendation of the committee shall be presented to the administration for comments.
9. The Council shall act upon the committee's report after recommendations have been received from the Administration and then notify the petitioning body of its action.
10. If accepted, the Council shall be empowered to issue a charter. If rejected, the petition shall be returned to the sponsor with comments.
11. Further application for chartering the organization shall not be made until next college year.

Section 6—Duties of Officers:

1. The president shall preside over meetings of the Association and Council. He shall have the power to call special meetings of the Council and Association.

BY-LAWS

2. The president of the Association is an ex-officio member of all committees of the Student Cooperative Association.
3. The President of the Council may appoint committees with the authorization of the council.
4. The vice-president shall fill the office of the president in the event of the absence of the president.
5. The secretary shall keep the notes of the meetings of both the Association and the Council and care for the records and communications of the same.

6. The treasurer shall have the general oversight of the disbursement of the funds of the association.

BY-LAWS

7. The treasurer shall be chairman of the council financial committee.

Section 7—Council Committees:

1. The council committees shall study the various problems coming under their jurisdiction and shall make recommendations to the Council. In an emergency situation the Council may grant such committees temporary power to make final decision on a question.
2. Temporary committees shall be made up of a chairman from the council and members selected from the Association at large.
3. The chairman shall appoint his own temporary committees unless otherwise designated by the Council.

ARTICLE VI

MEETINGS

Section 1—The Association:

1. A meeting of the Association shall be called by the vote of the council or by the president if the need arises.

Section 2—The Council:

1. The Council shall meet regularly on the first and third Mondays of the month.

2. Special meetings shall be called at the discretion of the president as the need arises. Nine members shall constitute a quorum for transacting business.

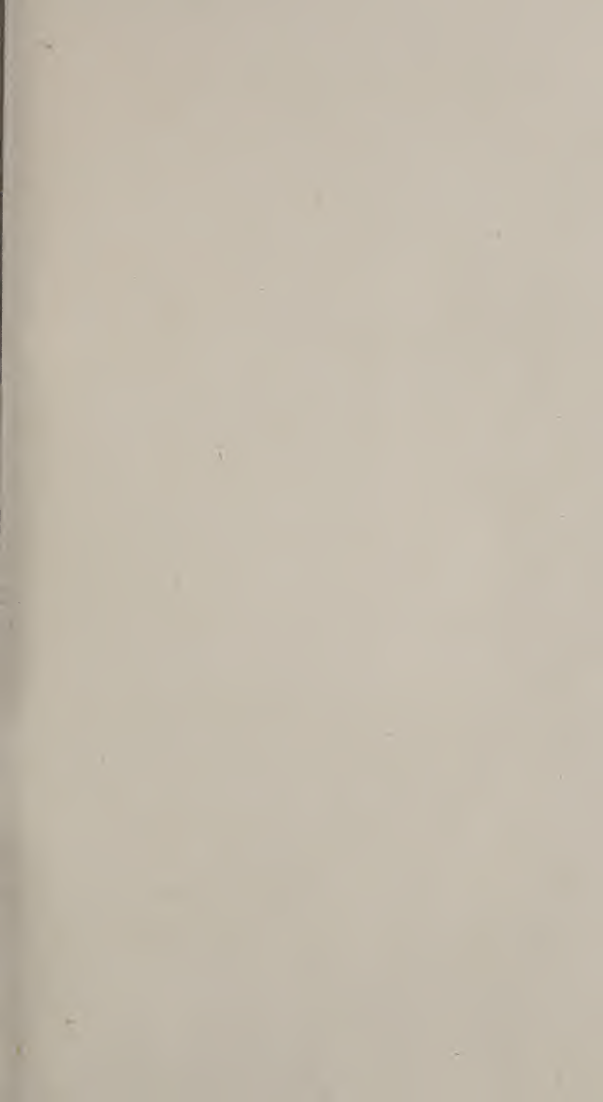
ARTICLE VII AMENDMENTS

Amendments to this constitution shall be presented by the Council to the Association. They shall be read in full at the meeting of the Association and then posted for a week before voting. They shall become part of the constitution when ratified by two-thirds vote of the Association.

ARTICLE VIII SUBSIDIARY DIVISIONS

Section 1—The subsidiary divisions of the Student Cooperative Association:

1. The several subsidiary divisions of the Cooperative Association shall be under the immediate jurisdiction of Boards of Directors. Said boards shall consist of five members, namely: one representative from each class and a chairman or president who shall be a Senior.
2. The subsidiary divisions shall be:
Commuting Women's Executive Board.
Miller Hall House Board.
Commuting Men's Executive Board.
Palmer Hall House Board.
3. Each board shall be nominated and elected by all members of its own group.
4. Each board may plan a program of cultural, social, and recreational activities for its own group, but must submit said plans and an itemized budget to the Cooperative Council for consideration.



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